FSC-82-B

ROU Brief -5/13/98

For: AVP/RSM/RBM/ROM/KAM/AM/DM/RM/AE/MC/PC/PRC/SC

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RETAIL PROGRAMS

➡ ***WINSTON 7-11 Clock Transparencies***
(Contact: Lori O'Connor, #3019)

- Based on Field requests, the allocations for Item #540863 (1/SKU), 7-11 clock transparency has been rolled to national.
- Please order as needed to replace any transparencies with word "New" WINSTON on the copy.
- There are approximately 700 remaining. Backorders will be allowed and filled as soon as practical.

➡ ***May DSD Kits***
(Contacts: Lori O'Connor, #3019)
Evan Toulon, #6316)

- During the week of May 25, retailers will receive two DSD Kits:
  - WINSTON No Bull 5 (ref. FSC-79-B)
  - DORAL Package Change Materials (ref. DORAL Fact Book, FSC-65-B)
- Every attempt should be made to have the retailers place both the WINSTON and DORAL items. If necessary, the WINSTON banner may be held for placement in mid to late June.
- Please ensure retailers are aware of the DSD arrival dates along with obtaining their assistance in the placement of the materials.

SYSTEMS

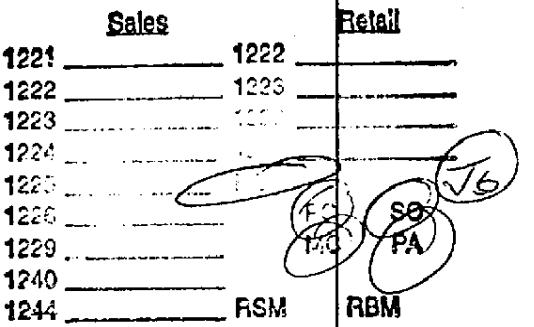
➡ ***Materials Address Added to Master List***
(Contact: Chris Minner, #1642)

- A new materials address for account shipments has been added to Master List. When present, this new material address will be the default for shipping Winston-Salem developed DSD's. If a new material address is not found, the shipping address for the account will automatically be used. The long-term plan has the material address being used as an option for on-line SMS orders.
- To enter a material address, 'X' select 'Material Address' on the M31 screen. A window will appear on the screen allowing the user to enter the material address. Enter the address of the account and press ENTER. The standard address edits used on the shipping and mail addresses will be used to validate the address.
- A mass update function for the material address has been developed and is accessed using the 'M51 Mass Update' function. When using the mass update function, all accounts selected will be updated with the material address entered.

PERSONNEL

➡ ***"Manager's Guide for Helping the Troubled Employee"***
(Contacts: Gerry Deschenes, #2591, Mary Carroll, #4289)

- Copy of the "Manager's Guide for Helping the Troubled Employee" will be mailed to each Manager week of May 18, 1998.
- Managers should review information and be familiar with the appropriate resources available if needed.



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